



Inspection Requirements for Multifamily Rental Housing

The City of Brookhaven requires all multifamily rental complexes (apartments) to submit annual inspection reports showing that every unit continues to meet minimum code requirements. The City has created this guide to assist with how these ordinances apply to maintaining properties and renewing business licenses.

WHAT IS NEEDED FROM MULTIFAMILY RENTAL PROPERTIES

Property owners must submit an inspection report of 1/3 of a development's units every year for a total of 100% inspections in a three-year cycle. *(For example, if Unit 101 was inspected in 2017 another inspection of Unit 101 is not required until 2020.)* All units must be inspected in a three-year period. For newly constructed multifamily rental developments inspection reports are not required for the first 3 years of operation.

Requirements:

- Inspections must be performed by a certified building inspector. The City can provide a list of inspectors upon request.
- Reports must be submitted in 2 formats:
 - a 3-ring binder with original signatures on every page
 - an electronic copy
- Reports must include the following documents:
 - Code Compliance Certificate
 - Occupational License Supplement
 - Signed checklist of inspection for each inspected unit
 - List of all units in complex
 - Indicate which units were inspected in the current report and which were inspected in the two preceding annual reports

FAQ:

- **When should I submit my report?**
 - Submit the report before applying for a new business license or renewal. Failure to submit a report or incorrect information on a report will result in delays in obtaining your licensure.
- **Where can I reference the ordinance?**
 - You can view the complete Code of Ordinances at <https://library.municode.com/ga/brookhaven>
 - Section 16-99: Fee and certificate required
 - Section 16-102: Certified building inspector requirements
 - Section 16-103: Interior evaluations of multifamily rental units

CONTACT

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Kevin Cousin 404-637-0584 Kevin.Cousin@BrookhavenGA.gov	Building Official	Questions about property maintenance Codes Questions about inspectors' qualifications
Permit Technician 404-637-0500 permits@BrookhavenGA.gov	Permit Tech	Questions about business license